



Natural Resources Conservation Service  
State Office  
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September 2, 2003

**OKLAHOMA BULLETIN NO. OK330-3-4**

**SUBJECT: MGT – End of Year Performance Reporting (PRMS)**

**Purpose:** To provide guidance on progress reporting for FY 03.

**Expiration Date:** September 30, 2003

**Action Required by: September 30, 2003**

The final date for reporting Fiscal Year (FY) 2003 performance through PRMS is September 30, 2003.

No additional reporting or editing of FY 2003 data will be permitted after that time. It is imperative that all progress for FY 03 be entered and reviewed for accuracy prior to September 30.

The NHQ is in the process of generating data cleanup quality checks for each state. The data checks will identify potential data duplicates, potential conservation program errors, and other data anomalies. Field Offices will be contacted, by the State Office, if any data pertaining to their location appears in these reports. Immediate attention must be given to reviewing and, if necessary, correcting data.

I am required to sign an attestation letter by September 30, 2003, certifying that all FY 2003 PRMS data is accurate and complete. District Conservationists, ASTC's (FO), and State Program Managers must review the accuracy of this data prior to my certifying the accuracy.

A handwritten signature in black ink, appearing to read "M. Dominick", is written in a cursive style.

M. DARREL DOMINICK  
State Conservationist

DIST: AE